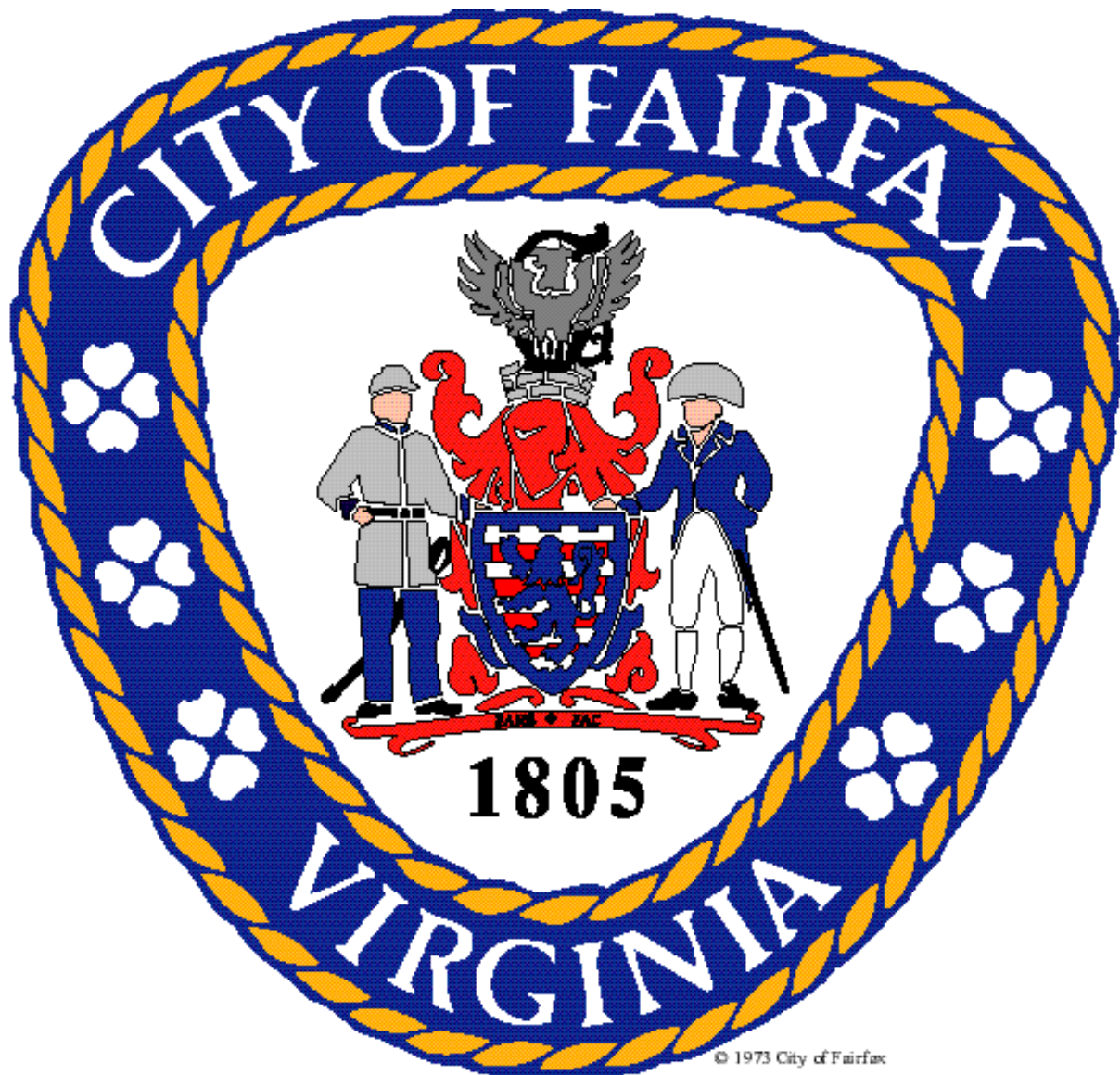


CITY OF FAIRFAX

**SITE PLAN
SUBMISSION PACKAGE**



Department of Community Development and Planning
City of Fairfax, Virginia

Form Rev. Date 11/09
N:/ FORMS / Site plan & Subdivision pkgs.



CITY OF FAIRFAX
 Department of Community Development and Planning
 Zoning Division
 10455 Armstrong Street, Room 207A
 Fairfax, VA 22030
 Phone: 703-385-7820 / Fax: 703-385-7824

November 2009

TO THE APPLICANT:

Except for individual single-family home construction, a site plan is required for all site construction, including new buildings, additions, remodeling, and site renovations. The entire process, from initial submission to final approval (including bond approval) takes approximately six months. Some applications will be processed in a shorter time period, some longer, depending on the complexity of the project.

The site plan review process is initiated by the applicant's meeting with staff submission of a complete site plan and review fee. The submitted site plan is reviewed by City staff for Code compliance and then returned to the applicant for corrections. After review of the site plan the applicant will be advised of any additional approvals that may be need to support the project (Special Exceptions, Variances, Special Use Permits, or Subdivision actions). All architectural and landscape features, and in certain instances signage, must be approved by the Board of Architectural Review, prior to completing the plan review process

When all additionally required approvals have been obtained, the site plan can be submitted for final review. Bond and site agreements, clearing and grading permit applications, erosion and siltation agreements, and all other improvement bonds, agreements, and fees must be submitted with the final plan. The site plan will be approved by the Public Works Director when it is technically correct and all bonding and fee requirements are met. After the site plan is approved, building permits can be released.

Upon satisfactory completion of construction, a Residential Use Permit or Non-Residential Use Permit may be obtained. Bonds will be released after an as-built plan and a warranty bond are submitted, reviewed, and approved. The warranty bond will be released after passing final site inspection pending completion of the bond release process including the final site inspection of all warranty improvements.

The attached explanatory materials regarding the site plan review process will assist in preparation of your plan. If you have questions pertaining to the process, please contact the Zoning Division of the Department of Community Development and Planning at 703.385.7820.

Very truly yours,

Jack Blevins, Chief
 Community Development Division

Department of Community Development and Planning
 City of Fairfax, Virginia

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IMPORTANT PHONE NUMBERS All AREA CODE (703)

City Utilities	385-7920
Facilities Inspector	385-7810
Fire Marshal/Building Official	385-7830
Health Department	246-2541
Planning Director	385-7930
Public Works Director	385-7810
Case Manager/Coordinator	385-7820
Street Superintendent	385-7893
Zoning Administrator	385-7820
Architectural Review	385-7930

PLEASE NOTE: Failure to obtain City approval for changes to an approved Site Plan or to install improvements and facilities according to the City approved plan **could result in civil penalty fines and other legal remedies** available to the City.

APPLICANT'S GUIDE FOR SITE PLAN REVIEW AND BOND RELEASE PROCESS

Submit all Site Plans, applications and bonding documents to:

City of Fairfax
City Hall Annex, Room 207
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street
Fairfax, VA 22030

STAGE I PRE-SUBMISSION CONTACT

- * All applicants must contact the Division Chief for Land Use Planning at 703.385.7930 prior to submission of the site plan application and plans to discuss the land development proposal. The pre-submission contact will result in the assignment of a Project Planner to serve as the point of contact throughout the review process. **Projects are not accepted for review without the pre-submission contact.**

STAGE II APPLICATION SUBMISSION

- * Applications for site plan review that contain the following items are acceptable for Intake Processing:
 - A. Site Plan Application
 - B. E&S Application
 - C. Property Owner Affidavit (and also printed on cover page of plan set)
 - D. Submission Fee Worksheet
 - E. Site Plan Checklist (and also printed on cover page of plan set)
 - F. LEED Checklist
 - G. Notification Letter Sample
 - H. Water Quality Impact Assessment & Waiver Application
 - I. Tree Removal Application
 - J. GIS “dxf” electronic format at final submission
 - K. Plans and Preliminary Plats (each submission 10 paper copies **and** “pdf” electronic format)
 - L. Draft Deed Documents
 - M. Site Agreement
- * Where applicable, any Special Exception, Variance and Special Use Permit approvals by City Council or the Board of Zoning Appeals must be obtained prior to site plan submission. The specific application requirements, forms and fees for these approvals are available from the City’s website www.fairfaxva.gov or Zoning Division staff.

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STAGE III SITE PLAN REVIEW

- * Site plans are circulated to the plan review staff in the following City departments: Public Works, Utilities, Building Code/Fire Marshal, and any other department that may need to provide staff review comments.
- * Review comments are compiled by the Project Planner and sent to the applicant's representative for consideration. The applicant's response (in letter format to the Project Planner) to staff's comments must accompany all site plan revisions.
- * Architectural review and approval for building designs, landscaping and screening for all zoning districts except (single-family residences outside of the Old Town Fairfax Historic District and Transition District) and certain signage must be approved by the Board of Architectural Review.
- * Building construction plans may be submitted to the Office of Building and Fire Code Administration for review and consultation with the Plan Review prior to site plan approval. **Applications for building permits will not receive Zoning compliance review and endorsement until the final site plan approval is obtained.**
- * Subdivisions may require preliminary and final subdivision plats to be approved by the Planning Commission or Director of Public Works prior to site plan approval. The specific application requirements, forms and fees for these approvals are available from the City's website or Zoning Division staff.
- * The final site plan revisions and documents such as bond and site agreements, clearing and grading permits, tree removal permits, floodplain permit, stormwater detention/best management practices agreements, and siltation agreements and any associated fees will be accepted for processing after obtaining all other required approvals and satisfying the Bond Submission package requirements.
- * Documents (bond and site agreements, clearing and grading permits, tree removal permits, stormwater detention/best management practices agreements, and siltation agreements and all associated fees) will be circulated for review and approval by appropriate authorities when all requirements are met.
- * The final site plan will be approved by signature of all agencies signature when all site plan and bonding requirements of City Code Sections 110-105 through 110-107 are met. The approved site plan will be released to the applicant once the final site plan approved by the Director has been submitted in a ".dxf" format for the City's GIS update. (Additional information regarding ".dxf" format is available from the City's GIS Analyst, 703.246.6331.)
- * Building permits may be issued by the Office of Building and Fire Code Administration and street opening permits may be issued by the Department of Public Works **after the final site**

plan is approved.

STAGE IV CONSTRUCTION

- * A pre-construction meeting is required before ANY activity takes place on site. It is recommended that a preconstruction meeting be scheduled at least one (1) week in advance of planned start of any site activity. To schedule a preconstruction meeting, contact the Facilities Inspectors at 703.385.7828. **Failure to schedule a pre-construction meeting prior to site activity will result in a Stop Work Order by the Facilities Inspector and/or Building Code Inspector.**
- * Written notices providing information to residents in the affected area (in most cases, one block from the construction activity) must be delivered one week before the beginning of construction activity and three days prior to any disturbance of utilities. The Facilities Inspector must be copied on all notices and a list of addresses that received notices must be provided.
- * Following a preconstruction meeting, limited clearing is allowed for installation of erosion and sediment controls.
- * Inspection of installed erosion and sediment controls and construction entrance is required before approval is given to begin land clearing activities.
- * Construction noise is allowed only between the hours of 7:00 AM and 6:00 PM on weekdays and 8:30 AM and 5:00 PM on Saturday **ONLY**. No construction noise is allowed during Sunday, evening/night hours and public holidays.
- * Work hours in the Right-of-Way are from 9:00 AM to 3:00 PM on weekdays, or as outlined in the approved ROW/Easement Permit.
- * Right-of-Way and On-Site Construction Inspection Fees are billed at the beginning of the project. A Right-of-Way/Easement Permit is required prior to starting work in any City Right-of-Way or Easement. Each road cut requires a separate traffic control plan for the particular work zone. Payment must be received for Right-of-Way and On-Site Construction Inspection Fees before a ROW/Easement Permit will be issued.
- * All site construction is monitored for adherence to requirements by the Facilities Inspector until the project is complete. Building construction is monitored by the Building Inspector from Code Administration.

STAGE V BOND ADMINISTRATION

- * To assist in completion of the remainder of this process, a separate bonding package will be provided by the City of Fairfax Development Bond Administrator (703.385.7820).
- * Bond reductions may be requested as the project progresses up to 80% maximum reduction of the original site bond amount. A written request for bond reduction must be submitted on company letterhead, accompanied by completed amounts as certified on the City of Fairfax Surety Value Estimate form, and associated fees paid.

- * At the satisfactory completion of 80% of site improvements and/or within 30 days of the issuance of the permanent or temporary Certificate of Occupancy from the Office of Building and Fire Code Administration an as-built plan, formal written request (on company letterhead) for release of the site and siltation bonds and associated fees must be submitted to the City Development Bond Administrator for agency review.
- * A temporary Residential or Non-Residential Use Permit may be issued to accommodate weather related delays for completion of **landscaping and paving only**.
- * After approval of the as-built plan, a two-year warranty bond must be submitted for approval with the associated surety review fee. The original site and siltation bonds will then be returned to the applicant.
- * A permanent Residential or Non-Residential Use Permit will be issued upon satisfactory compliance with all required improvements to provide safe public and emergency access.
- * Approximately three (3) months prior to warranty bond expiration, a letter from the City Development Bond Administrator will be mailed to the applicant; however this may be initiated by the bonding agent for the developer no sooner than three (3) months prior to warranty bond expiration.
- * The applicant will then be instructed to submit a formal request in writing (on company letterhead) for release of the warranty bond and pay the associated bond release fee. This request must be made prior to the expiration of the warranty bond.
- * Upon satisfactory inspection by the City Public Works Department Facilities Inspector, the original warranty bond will then be returned to the applicant.

STAGE VI AMENDMENTS TO APPROVED SITE PLANS

- * Changes to an approved site plan will be processed as a Site Plan Amendment.
- * Final Design plans by **Virginia Power** for electric service must have **City Staff authorization prior to installation**.
- * **Failure to obtain City approval of any changes or to install improvements and facilities according to the City approved plan may result in civil penalty fines and other legal remedies available to the City.**

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**CITY OF FAIRFAX****DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING****Site Plan Application**

(Major – Minor – Amendment)
“Circle one”

Office Use Only

Plan # _____

Date _____

The following information is provided, as required by the City of Fairfax Zoning Ordinance:

Project Name: _____

Project Address: _____

Tax Map Number: _____

Property Owner: _____

Address: _____

Phone Number : _____

e-mail address: _____

Applicant: _____

Address: _____

Phone Number : _____

e-mail address: _____

Engineer, Surveyor or Landscape Architect: _____

Address: _____

Contact Person: _____ Phone Number : _____

e-mail address: _____

THE SITE PLAN CHECKLIST MUST BE COMPLETED AND CERTIFIED BY THE
APPLICANT'S ENGINEER

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City of Fairfax, Virginia

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Site Plan Intake Checklist

Delivered by: _____ Date: _____

Project name: _____ # _____

Property Ownership Affidavit name on plan cover page: _____

Contact person: _____ Email _____

Phone: _____

Developer/ Engineer/ Surveyor/ Land Architect

Second Submission Date: _____ Final Submission Date: _____

No incomplete plan package will be accepted: plan will be returned to engineer if required.

I. **Plan Preparation - Mandatory Meeting with City Staff:**

A. Verify if they had preliminary meeting or if need to schedule one mandatory meeting. ☐

Date:_____ Staff Attendee_____

B. Meeting Scheduled:_____ Staff Attendee_____ ☐

C. Confirm submission format Email, Disc or Hard Copies.

{ PLANS RETURNED { IF HAVE NOT MET WITH PLANNER} ☐

II. **Site Plan Application Submission Requirements** - meeting required with staff to review the site plan checklist.

All fees must be paid.

REQUIREMENTS

CITY

- | | |
|--|--------------------------|
| A. Site Plan Application | <input type="checkbox"/> |
| B. E & S/Application | <input type="checkbox"/> |
| C. Property Owner Affidavit (printed on site plan cover page) | <input type="checkbox"/> |
| D. Submission Fee Worksheet | <input type="checkbox"/> |
| E. Site Plan Checklist (printed on plan set cover page) | <input type="checkbox"/> |
| F. Notification Letter Sample | <input type="checkbox"/> |
| G. Water Quality Impact Assessment & Waiver Application | <input type="checkbox"/> |
| H. Tree Removal Application | <input type="checkbox"/> |
| I. GIS “dxf” electronic format at final submission | <input type="checkbox"/> |
| J. Plans and Preliminary Plats (10 paper copies and also electronic) | <input type="checkbox"/> |
| K. Draft Deed Documents | <input type="checkbox"/> |
| L. Site Agreement | <input type="checkbox"/> |

Department of Community Development and Planning
City of Fairfax, Virginia

III. **Subdivision Plat Submission:**

- A. Preliminary /Final ☐
 - 1. City easements only – requires Director of Public Works signature on deeds and plat. ☐
 - 2. City easements and dedication or dedication only ☐
 - a. Requires Chairman of planning Commission’s signature first ☐
 - b. City attorney signature on deed ☐
 - c. City manager signature on deed (dedication only) ☐
 - d. Director of public works sign deed and plats ☐
- B. Electronic file submission required if not done on Final Site Plan submission ☐
- C. HOA Documents ☐
 - 1. Review by City Attorney ☐
 - 2. Review by Zoning Administrator ☐
 - 3. Review by Real Estate ☐

IV. **Third and Final Submission:**

- A. Plans ready for approval (10 paper copies) ☐
- B. Final Bond Estimate and bond documents ☐
- C. Responsible Land Disturber designation (if selected) ☐
- E. Technician will get signature for plan approval ☐
- F. Grading Permit and Responsible Land Disturber (if not done on second submission) ☐
 - 1. Final Siltation Agreement ☐
 - 2. Final Site Agreement (Brain 2 -3 wks. to review) ☐
 - 3. Final Subdivision Agreement ☐
 - 4. Final Site Bond (package cover letter and surety value estimate) ☐
 - 5. Final Subdivision Bond ☐
 - 6. Surety (Bonds , Letters & Credit/Cash) ☐
 - 7. Grading Permit ☐

Department of Community Development and Planning
City of Fairfax, Virginia